

Southern Colorado Economic Development District

Meeting Agenda

Meeting of the Board of Directors

Online meeting

121 W. City Center Drive, Suite 220, Pueblo, CO 81003

Wednesday, June 10, 2020, 10 a.m. – Noon

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[+1 720-580-2031](#) United States, Denver (Toll)

[\(888\) 639-8129](#) United States (Toll-free)

Conference ID: 352 703 578#

1. Call to Order – Terry Hart, Chairperson

- Introductions

2. Minutes of the March 11, 2020, Board of Directors Meeting Chair Hart

3. Mini-financial report (Budget status for compensation on June 1)Eric Gubelman

- Information—At the request of the Executive Committee I prepared a budget analysis of the financial impact of the transition from Shelly Dunham to myself. The net effect is that we are under budget at the end of May in the amount of \$11,749.

4. CARES Act Supplemental Grant ApplicationEric Gubelman

- **Action** – Ratification of Director and Executive Committee submission of \$400,000 grant request for Economic Disaster Assistance under the CARES Act
- **Action**—Authorize the Executive Director to implement the grant, including, but not limited to, negotiating office space and partnerships in the sub-regions, develop final work workplan with EDA, and hire personnel

5. Dues Report

- Information—Dues were sent out in the last week of May, and Chaffee and Crowley Counties have paid to date. Lake County's invoice as returned because of no mail receptacle. Discussion of communication and outreach to secure current and long-term commitments.

6. USDA IRPEric Gubelman

- **Action** – Motion to authorize SCEDD to accept interest only payments from PM & Sons for up to twelve months and direct the Executive Director to work with GN Bank in Eads on a workout of the loan or disposition of the property

7. Bank Signatory and account authorizations.....Eric Gubelman

- **Action Item** – Consider adoption of a resolution authorizing Kurt Eric Gubelman to be signatory on SCEDD bank accounts

8. Co-location and service agreement with Pueblo Community CollegeEric Gubelman

- **Action Item** – Approval of agreement to rent space from PCC for year beginning July 1, 2020 at \$590/month

9. Executive Director ReportEric Gubelman

10. Other Business

11. Adjourn

Southern Colorado Economic Development District

Combined Executive Committee / Board of Directors Meeting Minutes

SBDC Classroom/Conference Room

121 W. City Center Drive, Suite 220, Pueblo, CO 81003

Wednesday, March 11, 2009 – 10:00 am

1. Call to Order

Chair Hart called the meeting to order at 10:03 am.

Directors present: Chair Terry Hart, Vice Chair Donald Oswald, Treasurer Rusty Granzella, Secretary Caroline Trani, Blaine Arbuthnot, Danelle Berg, Charles Bogle, Ron Cook, Jane Fraser, Sammie George, Rusty Granzella, Tom Grasmick, Wendell Pryor, Richard Scott

Staff present: Shelly Dunham

Guest present: Marisa Stoller, Pueblo County Economic Development

Proxy Announcements. Dunham read the following proxy designations into the record:

- Jay Printz designates Charles Bogle
- Dan Centa designates Terry Hart

2. Minutes of the January 9, 2020, Board Meeting

Berg made a motion to accept the minutes as written. Trani seconded the motion. Motion carried unanimously with Pryor abstaining.

3. Financial Statements

Berg made a motion to write off \$10,769.52 in unpaid dues for Fremont County. Trani seconded the motion. On a voice vote, the motion carried 13-3, with Grasmick and Pryor voting no.

Oswald made a motion to accept the financial statements and place them on file. Granzella seconded the motion. Motion carried unanimously.

Dunham stated that SCEDD's bookkeeper, Shauna Boyd, would send Granzella, SCEDD Treasurer, a login invitation to SCEDD's online QuickBooks account.

4. 2020 Work Plan

Dunham presented the 2020 work plan. Pryor noted that Central Mountain SBDC now serves Chaffee, Lake and Park Counties and asked that Dunham add Central Mountain SBDC to the work plan.

5. Comprehensive Economic Development Strategy (CEDS) Update

Dunham reviewed the required format for the CEDS. Trani asked for a 1st quarter 2020 update on activities. Dunham stated that she would provide that to the board by the end of March 2020. Dunham stated that she would be sending emails to board members soliciting recommendations for Strategy Committee members.

6. SCEDD Mission and Vision

Trani and Pryor volunteered to draft a mission and vision and bring back to the board at the next meeting.

7. FY2020 Member County Dues

The group discussed the formula for calculating dues, noting that we will have 2020 census data in 2021 and may want to reconfigure the way we charge dues. Arbuthnot made a motion to assess dues in the same amount as 2019. Cook seconded the motion. Motion carried unanimously. Dunham will issue dues invoices by the end of March 2020.

8. Executive Director

Dunham and Stoller excused themselves from the meeting. The board held an executive session regarding the Executive Director position.

Dunham was invited back into the meeting to discuss the recruiting plan for the next Executive Director. The Executive Committee will hold a phone meeting in the next week with Dunham to kickoff recruitment efforts. Executive Committee will serve as search and screen committee and bring their recommendation to the full board. Dunham will continue to support SCEDD during the transition on a part-time basis.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Leigh Dunham".

Shelly R. Dunham
SCEDD Executive Director

	2020 Salaries approved	Actual through May 2020	Budget for five months	over/(under) budget
ED salaries				
--Salary	\$ 66,000.00	\$ 20,464.53	\$ 27,500.00	\$ (7,035.47)
--Benefits @ 28 %	\$ 18,480.00	\$ 5,204.30	\$ 7,700.00	\$ (2,495.70)
--Vacation and sick pay payout		\$ 2,982.20	\$ -	\$ 2,982.20
--Cell phone	\$ 480.00	200	\$ 200.00	\$ -
			\$ -	\$ -
Administrative	\$ 12,480.00	0	\$ 5,200.00	\$ (5,200.00)
				\$ -
Total	\$ 97,440.00	\$ 28,851.03	\$ 40,600.00	\$ (11,748.97)

Shelly Dunham compensation	Salary	Benefits	Vacation and sick pay
January	\$ 5,000.00	1400	
February	\$ 5,500.00	1540	
March	\$ 3,696.43	1034.98	
April	\$ 1,295.67	362.79	
May	\$ 886.35	248.19	\$ 2,982.20
	\$ 16,378.45	\$ 4,585.96	
Eric Gubelman compensation			
May (includes unbudgeted relocation allowance)	\$ 4,086.08	618.34	
Total	\$ 20,464.53	\$ 5,204.30	\$ 2,982.20

Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

Completed by Grants.gov upon submission.

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

CO

8. APPLICANT INFORMATION:

* a. Legal Name:

Southern Colorado Economic Development District, Inc.

* b. Employer/Taxpayer Identification Number (EIN/TIN):

23-7103101

* c. Organizational DUNS:

9485531770000

d. Address:

* Street1:

121 W. City Center Drive

Street2:

Suite 200, Room 200B

* City:

Pueblo

County/Parish:

Pueblo

* State:

CO: Colorado

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

81003-1032

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

* First Name:

Kurt

Middle Name:

Eric

* Last Name:

Gubelman

Suffix:

Title:

Executive Director

Organizational Affiliation:

Southern Colorado Economic Development District

* Telephone Number:

(719) 545-8680

Fax Number:

* Email:

eric@scedd.com

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

E: Regional Organization

Type of Applicant 2: Select Applicant Type:

M: Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Department of Commerce

11. Catalog of Federal Domestic Assistance Number:

11.307

CFDA Title:

Economic Adjustment Assistance

* 12. Funding Opportunity Number:

EDA-DEN-PL-DRO-2020-2006482

* Title:

Denver EDD Invited C19 Supp

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

SCEDD Region.pdf

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

SCEDD Disaster Coordinator and Planning Application 2020

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:**

* a. Applicant

3

* b. Program/Project

3 4 5

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

08/15/2020

* b. End Date:

08/15/2022

18. Estimated Funding (\$):

* a. Federal

400,000.00

* b. Applicant

0.00

* c. State

0.00

* d. Local

0.00

* e. Other

0.00

* f. Program Income

0.00

* g. TOTAL

400,000.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐ a. This application was made available to the State under the Executive Order 12372 Process for review on☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☒ c. Program is not covered by E.O. 12372.*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

Mr.

* First Name:

Kurt

Middle Name:

Eric

* Last Name:

Gubelman

Suffix:

* Title:

Executive Director

* Telephone Number:

(719) 545-8680

Fax Number:

* Email:

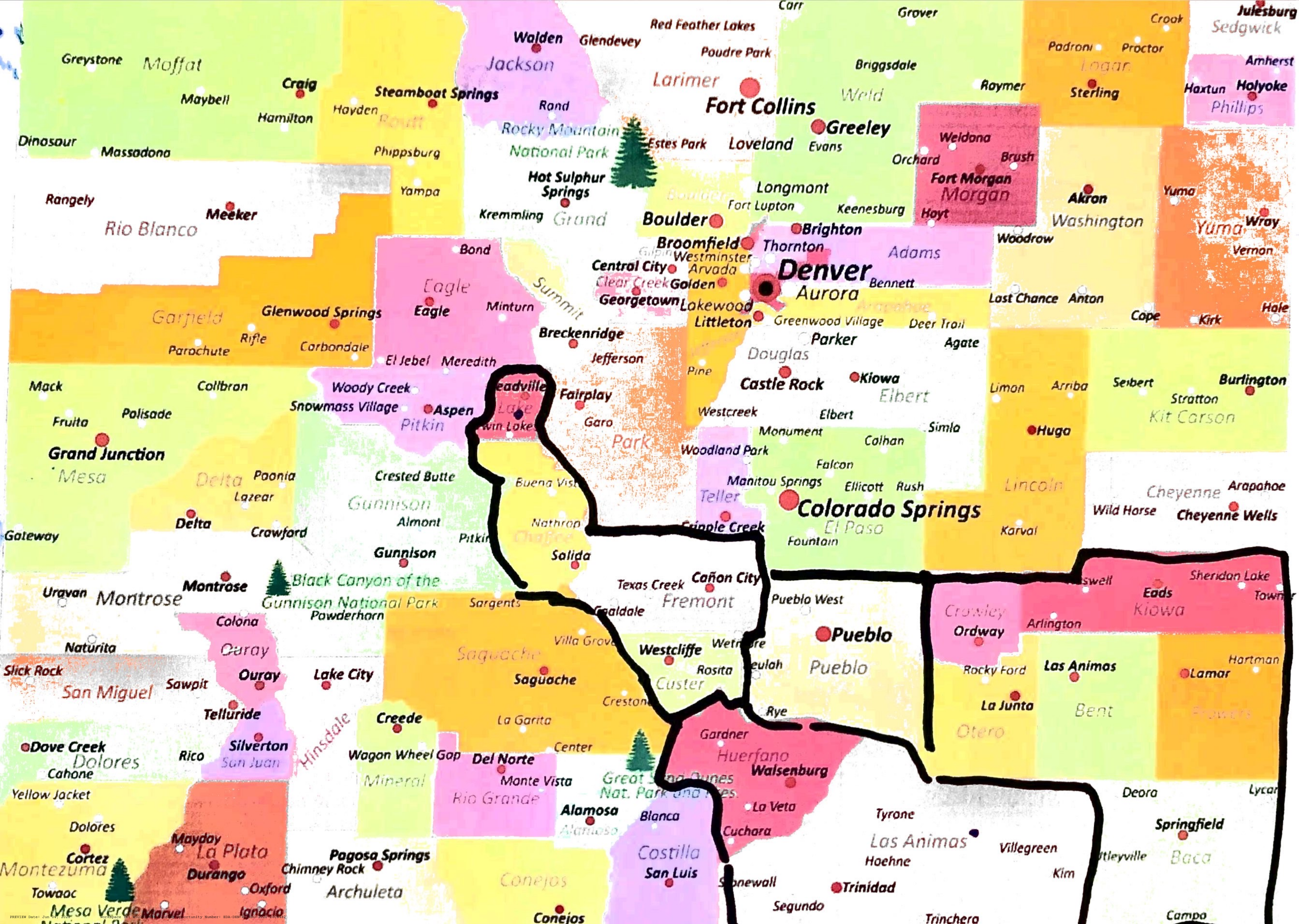
eric@scedd.com

* Signature of Authorized Representative:

Completed by Grants.gov upon submission.

* Date Signed:

Completed by Grants.gov upon submission.



BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2022

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Coronavirus Pandemic Recovery Assistance	11.307	\$	\$	\$ 400,000.00	\$ 0.00	\$ 400,000.00
2.						
3.						
4.						
5. Totals		\$	\$	\$ 400,000.00	\$ 0.00	\$ 400,000.00

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SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	<div style="border: 1px solid black; padding: 5px; min-height: 150px;"> Coronavirus Pandemic Recovery Assistance </div>				
a. Personnel	\$ <input style="width: 100px;" type="text" value="248,100.00"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text" value="248,100.00"/>
b. Fringe Benefits	<input style="width: 100px;" type="text" value="69,468.00"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text" value="69,468.00"/>
c. Travel	<input style="width: 100px;" type="text" value="24,000.00"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text" value="24,000.00"/>
d. Equipment	<input style="width: 100px;" type="text" value="0.00"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text" value="0.00"/>
e. Supplies	<input style="width: 100px;" type="text" value="8,190.00"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text" value="8,190.00"/>
f. Contractual	<input style="width: 100px;" type="text" value="27,000.00"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text" value="27,000.00"/>
g. Construction	<input style="width: 100px;" type="text" value="0.00"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text" value="0.00"/>
h. Other	<input style="width: 100px;" type="text" value="23,242.00"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text" value="23,242.00"/>
i. Total Direct Charges (sum of 6a-6h)	<input style="width: 100px;" type="text" value="400,000.00"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text" value="400,000.00"/>
j. Indirect Charges	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>
k. TOTALS (sum of 6i and 6j)	\$ <input style="width: 100px;" type="text" value="400,000.00"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text" value="400,000.00"/>
7. Program Income	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>

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SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8. Coronavirus Pandemic Recovery Assistance	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 225,000.00	\$ 75,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
14. Non-Federal	\$ 0.00	0.00	0.00	0.00	0.00
15. TOTAL (sum of lines 13 and 14)	\$ 225,000.00	\$ 75,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b)First	(c) Second	(d) Third	(e) Fourth
16. Coronavirus Pandemic Recovery Assistance	\$ 175,000.00			
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$ 175,000.00			

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges: 400,000	22. Indirect Charges: 0
23. Remarks:	

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Budget Narrative File(s)

* **Mandatory Budget Narrative Filename:**

Add Mandatory Budget Narrative

Delete Mandatory Budget Narrative

View Mandatory Budget Narrative

To add more Budget Narrative attachments, please use the attachment buttons below.

Add Optional Budget Narrative

Delete Optional Budget Narrative

View Optional Budget Narrative

Personnel - Cost as shown on the Staffing Plan			
Total Personnel Costs			\$248,100

Fringe - Associated fringe costs for the personnel listed in the staffing plan			
Total Fringe Costs			\$69,468

Travel - More information on Travel can be found in 2 CFR 200.474.			
<u>Event</u>	<u>Travelers</u>	<u>Purpose</u>	<u>Cost</u>
Mileage	4	Economic Development Coordinator mileage	\$24,000
Total Travel Costs			\$24,000

Equipment - Typically exceeds \$5000 per unit cost and has a useful life greater than 1 year. See 2 CFR 200.33.			
<u>Equipment</u>	<u>Amount</u>	<u>Purpose</u>	<u>Cost</u>
			\$0
Total Equipment Costs			\$0

Supplies - Supplies must be identified by item and must correlate to the purpose of the award. Miscellaneous is not sufficient. More information can be			
<u>Supply</u>	<u>Amount</u>	<u>Purpose</u>	<u>Cost</u>
Laptops, docking station, monitor, printer, Microsoft 365 for two years	Three	Technology for employee support. Laptop (\$650), Monitor (\$200), docking station (\$250), printer (\$200), software for two years (\$240/year)	\$5,340
Office supplies		Copy paper, staplers, filing supplies, organizers, power strips, etc.	\$1,500
Desk and chairs	three	Employee support @ \$450 each	\$1,350
			\$0
Total Supply Costs			\$8,190

Contractual - Procurements must follow 2 CFR 200 Sections 317-326			
<u>Task</u>	<u>Basis for Selection</u>	<u>Details</u>	<u>Cost</u>
Consulting assistance to develop and update a disaster recovery and resiliency economic development plan	RFP	With a combination of boots on the ground and tightly focused consulting assistance, we will produce an actionable resiliency plan that will complement our existing CEDS and provide focus to the region.	\$27,000
Total Contractual Costs			\$27,000

Construction - N/A			
<u>Construction</u>	<u>Amount</u>	<u>Purpose</u>	<u>Cost</u>
	0	N/A	\$0
Total Construction Costs			\$0

Other -			
<u>Other</u>	<u>Amount</u>	<u>Purpose</u>	<u>Cost</u>
Cell phones, data plan, hotspot		Organizational capacity and technology support for staff, includes three smartphones, three Jetpacks, and two years of data plan	\$ 8,892.00
Social media and website support	\$5,000 annually; with some initial costs	Connecting the region's disaster recovery efforts with a dynamic website and social media presence and becoming the premier source for information and outreach	\$14,350
			\$23,242

AUTHORIZED STAFFING PLAN

Staffing Plan - Budget					
Name	Annual Rate	% of Annual Hours	Annual \$ from Award	Number of Years	Total Cost by Employee
Employee 1 (To be hired)	\$38,500	100%	\$38,500	2.00	\$77,000
Employee 2 (To be hired)	\$38,500	100%	\$38,500	2.00	\$77,000
Employee 3 (To be hired)	\$38,500	80%	\$30,800	2.00	\$61,600
Eric Gubelman	\$65,000	25%	\$16,250	2.00	\$32,500
Total Personnel Costs					\$248,100
Total Fringe Costs (Please Provide the Basis for Fringe Calculations)				28.00%	\$69,468

Fringe includes an allowance for health care and retirement

Staffing Plan - Explanation		
Name	Title	Project Responsibilities
Employee 1	ER Coordinator	Geographic responsibility includes eastern plains counties of Baca, Prowers, Bent, Otero, Crowley, and Kiowa; assist in development of disaster recovery and resiliency economic development plan*; identify economic development grant-eligible projects for impacted communities; identify and foster private and non-profit partnerships; liaison with governmental partners; facilitate the implementation of locally generated disaster recovery ED projects
Employee 2	ER Coordinator	Geographic responsibility includes Huerfano, and Las Animas Counties; assist in development of disaster recovery and resiliency economic development plan*; identify economic development grant-eligible projects for impacted communities; identify and foster private and non-profit partnerships; liaison with governmental partners; facilitate the implementation of locally generated disaster recovery ED projects
Employee 3	ER Coordinator	Geographic responsibility includes Lake, Chaffee, Fremont, and Custer Counties; assist in development of disaster recovery and resiliency economic development plan*; identify economic development grant-eligible projects for impacted communities; identify and foster private and non-profit partnerships; liaison with governmental partners; facilitate the implementation of locally generated disaster recovery ED projects
Eric Gubelman	Executive Director	Management of employees and contracts, geographic responsibility for Pueblo County

*Note: In addition to aligning responsibilities geographically, coordinators will be assigned a specific area of economic recovery, including Talent, Infrastructure, Entrepreneurship, and Business Retention and Expansion

Project Narrative File(s)

*** Mandatory Project Narrative File Filename:**

Add Mandatory Project Narrative File

Delete Mandatory Project Narrative File

View Mandatory Project Narrative File

To add more Project Narrative File attachments, please use the attachment buttons below.

Add Optional Project Narrative File

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Southern Colorado Economic Development District
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Project Narrative

We seek a \$400,000 supplemental award under the CARES Act to (1) fund three Economic Recovery Coordinators, and (2) develop a regional disaster and recovery economic development plan focused on pandemic recovery and resiliency. Part of the award would be used for a third, and ancillary purpose— (3) to create organizational capacity support by providing technology and associated personnel costs for these recovery coordinators.

Economic Recovery Coordinators

The size of the region (thirteen counties), the size of the disaster (pandemic and broad), and the thinness of the SCEDD staff (an Executive Director and one part-time support staff) suggest these supplemental funds should be used to increase organizational capacity and put “boots on the ground” in the economic sub-regions outside of Pueblo County. A coordinator would be placed in the Eastern Plains (probably the city of Las Animas), the South Central (probably Walsenburg), and Upper Arkansas (probably Salida). We anticipate having rent-free office space, but will provide grant resources for technology (computers, cell phone, internet hot spots), and office equipment and supplies. We anticipate most of the hires will have pre-existing connections with their region (or at least Colorado), and will have a skill set in Project Management, written and verbal communication skills, familiarity with the area, networking, and some business or ED experience. In addition to providing geographical coverage, each coordinator will have a special focus for a specific area of economic recovery—either Talent, Infrastructure, Entrepreneurship, or Business Retention and Expansion. The combination of geographical coverage and region-wide specialty focus will make us cross-trained. These coordinators would be directed by our Executive Director, who would devote about one-quarter time to this project and provide some geographical coverage for Pueblo County.

Coordinator tasks will follow items i through vi on the scope of work announcement in paragraph 2. Liaison and coordination with all the ED players will likely be a first priority and our near-term value will be in assisting in planning efforts and being part of the team in the sub-regions. Identifying partnership opportunities and helping identify grant-eligible projects will be key in the mid-term. The coordinators will also play a major role in developing the disaster recovery and resiliency program (see below). In the second half of the grant-funded period, we expect the coordinators to pivot to implement the CEDS economic recovery and resilience plan they helped write.

Disaster recovery and resiliency economic development plan

Given our large region, our supplemental grant is tilted towards hiring and deploying coordinators and the technology and employee support that this would suggest. However, we have also requested \$27,000 in consulting help for a tightly focused assignment that would require that our coordinators and our fellow ED practitioners in the region to do the bulk of the legwork required. This focus on disaster and resiliency planning is a great beginning for development of our next CEDS, due in 2021.

How this project helps the region

This supplemental award gives us the breadth to make a difference. The combination of coordinators working side by side with people in the area AND a planning promise means that our deliverable will be

SCEDD helps Southern Colorado prosper.



Southern Colorado Economic Development District

121 West City Center Drive, Suite 200, Room 200B

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actionable, well-thought out plans that have the support of the region's ED professionals and stakeholders. With these resources SCEDD is in a position to assist in a meaningful way in the recovery process—particularly in our rural and mountain areas. We expect that the benefits will be a mix of not only prevention and preparation (future) as well as response to economic injury (more near term). We expect our main contribution, however, will be a focus on the longer term as planners who assemble people in rooms and getting them to talk things through.

SCEDD helps Southern Colorado prosper.

CORPORATE RESOLUTION

Bank Accounts – Southern Colorado Economic Development District

WHEREAS, Southern Colorado Economic Development District (SCEDD) has bank accounts at Pueblo Bank & Trust and Bank of the San Juans; and

WHEREAS, the SCEDD has experienced staff and board turnover resulting in the need to designate additional signatures for the accounts; and

WHEREAS, the SCEDD Board of Directors must designate signers and authorize internet access to said accounts.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Southern Colorado Economic Development District has approved the following, effective immediately, at its June 10, 2020 board meeting:

Bank of the San Juans

1. Removal of signatory rights on the Southern Colorado Economic Development District accounts ***4269 and ***4202 for Shelly Dunham
2. Removal of a Cash Management Controller on the Southern Colorado Economic Development District accounts ***4269 and ***4202 for Cass Brock
3. Addition of signatory rights on the Southern Colorado Economic Development District accounts ***4269 and ***4202 for Kurt Eric Gubelman

Pueblo Bank and Trust

1. Addition of signatory rights on the Southern Colorado Economic Development District account **9871 for Kurt Eric Gubelman
2. Removal of signatory rights on the Southern Colorado Economic Development District account **9871 for Shelly Dunham
3. Removal of online access to the Southern Colorado Economic Development District account ##9871 for Cass Brock

Adopted this 10th day of June, 2020

Terry Hart, Board Chair

CO-LOCATION AND SERVICE AGREEMENT

Agreement between **Pueblo Community College (PCC)** to provide Co-Located Space to **Southern Colorado Economic Development District (SCEDD) of Southern Colorado** in office **200B** at 121 W. City Center Drive, Pueblo, CO 81004.

Duration of Agreement:

- Agreement will begin July 1, 2020 and run through June 30, 2021.
- Partners have the option to annually renew this agreement.
- Annual renewal must be completed by June 15 of every year (agreement will not automatically renew).
- Cancellation of this agreement must be made in writing with a minimum of 30 day notice.

Services and Resources Included in Co-Location Agreement:

- Dedicated Access to Office 200B (232.9 sq. ft.) – Space “as is”
- Four external door keys and four internal suite/office keys (renter is financially liable for costs associated with lost keys)
- HVAC, lighting, and electric power to Office 200B
- Weekly trash removal (Mondays) and basic housekeeping
- Wireless Internet Access through a Southern Colorado Innovation Guest Login
- Access to shared conference room (reservation required)
- Access to shared break room
- Access to shared Copy Machine at a charge of \$.015/copy to be billed by PCC

Services Not Included in Co-Location Agreement:

- Technical support of SCEDD equipment
- Phone services
- Wired Internet services

Business Plan:

In exchange for the use of office space and services outlined above, SCEDD will pay PCC the following costs:

- The sum of \$590 per month for the duration of the agreement.
- Billing to start July 1, 2020 and will be pro-rated for partial months.
- Each year the monthly fee will be reassessed and may increase up to 3%.

PCC is not responsible for loss of or damage to SCEDD property.

IN WITNESS WHEREOF, PCC and SCEDD have executed this Agreement as of the date written below.

Pueblo Community College

Southern Colorado Economic Development District

By: _____
Authorized Signatory

By: _____
Authorized Signatory

Name (print) Title

Name (print) Title

Date: _____

Date: _____



Southern Colorado Economic Development District
121 West City Center Drive, Suite 200, Room 200B
Pueblo CO 81003 • (719) 545-8680

June 8, 2020

To: Board of Directors
From: Eric Gubelman
Re: Executive Director Report for June 2020 board meeting

In the 20 days since starting this position on May 20, there has been a flurry of activity pretty much akin to drinking deeply from a firehose. In the future, I will report to you in how my activities align with the scope of work, as I am a believer that you plan your work and work your plan. However, this was not an orderly transition, and that is not for lack of help from Shelly Dunham or the Executive Committee. I made a commitment to the hiring committee that I would start the position within three weeks of receiving the job offer and that required a pretty rapid pace, including a cross-country JEEP trip in the middle of a pandemic with two cats and the help of one of my adult daughters.

Thirteen days before my start date, EDA offered us a supplemental grant of up to \$400k that was due last Friday. This has been the major deliverable of my brief tenure here, and I engaged in consultations with the Executive Committee and other board members, as well as stakeholders in our three rural regions—the eastern plains, the south central, and the Arkansas Valley. The board has previously received communication on the scope of the grant and its purpose, so I will not detail that here. In summary, though, we are going to hire three economic disaster coordinators and locate them in rural areas to help with disaster recovery, build SCEDD capacity, help out where people need help, plan for recovery, and deliver a CEDS a year from now that is comprehensive, imaginative, and actionable.

The plan is not the point—the planning is.

I am going to discuss the details of the last 20 days below, but I wanted to step back and make a few observations that are not tested by experience yet, but which form my initial impressions. When I was being considered for the position, I asked the board if the economic diversity of the region (ag in the east, urban Pueblo, ag/tourism in the south central, and tourism in the Arkansas Valley) was a strength or was it a weakness?

The answer I got was “yes.”

It is a weakness in the sense that we serve a vast area with a barebone capacity. SCEDD is a hummingbird, flapping its wings mightily and delivering packets of pollen where they are needed. We nudge, we pitch in, and we assist, and whether that adds up to value received for our county partners providing local match is a perennial question. Three of our counties have recently decided it does not.

There is no shortage of economic practitioners and organizations in our region. We have four COGS, three different SBDCs, numerous city and county economic development organizations, and a very competent Department of Local Affairs.

Yet SCEDD is the only organization that has the scope—and the altitude—to grasp an essential truth. From our perch at 30,000 feet (pretty high up for hummingbirds, but we are an unusual bird), we see an

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essential truth. We truly are not four regions, but one. Pueblo is the hub of economic activity for the region and there are three essential spokes around that hub. All need to be healthy for the region to be healthy. The success in Eads is important to the success in Trinidad, Salida, and Pueblo. If I am visioning a future for SCEDD, it MIGHT be something like this:

1. Be a better hummingbird. We cannot pollinate ideas effectively or comprehensively with a staff of one.
2. Reinvigorate our planning process so we know where the region wants to go over the next five years and what resources are needed to take us there.
3. Deliver services to our region that are not being done by the COGS, the SBDCs, and others. There is plenty of work for all, and SCEDD can not only be a better partner, we can fill in the gaps. If we can pay the bills with a new service, if we are not duplicating what someone is doing or wants to do, and if it fits into the mission of helping southern Colorado prosper, we need a bias to act. Experimentation is a virtue, and we cannot be credible in fostering an entrepreneurial mindset if that is not also part of SCEDD's DNA.
4. An essential part of our work in Pueblo County is engaging policymakers to take a leadership role for economic development and building community in the region.
5. SCEDD needs to play a central role in creating and fostering a regional identity. From Leadville to Springfield and from Sheridan Lake to Segundo, we are southern Colorado.

My initial impressions have been formed by conversations throughout the region. I have not shared these thoughts in any detail; this is actually the first time I have committed them to paper. So none of the people I have talked to are responsible for any bad ideas above, but I have tried to get a feel for what is going on in the region. I have so much more to learn and the next 90 days will be a whirlwind. There is staff to hire and relationships to be built. Here is partial list of people I have been talking to in the last twenty days:

1. **Carl Young** introduced me to Walsenburg and the county-owned Fox Theatre, and he has agreed to furnish office space there for one of our regional coordinators.
2. In Florence, I toured the Rialto Theatre and discussed their plans to restore the building and make the place a venue for life entertainment and movies.
3. In Canon City, I had a long conversation with **Brandi Fowler**, the city's grant writer.
4. I am meeting with **Charles Bogle** on Friday in Custer County to discuss technical assistance for an EDA grant application for broadband.
5. I have offered my services to **Iris Clark** of the Pueblo SBDC and to **Mickie Lewis-Gemici** of the Southeast Colorado SBDC, and I referred one of our IRP borrowers to **Cheryl Sanchez** in Lamar for business consulting. Pueblo SBDC is furnishing me with study modules to become a certified business consultant so SCEDD can better partner.
6. I am talking with **Cory Arcarese** of the Colorado Enterprise Fund. She is consulting on behalf of the Pueblo SBDC. I am exploring whether SCEDD needs to revisit, in some fashion the Revolving Loan function of economic development.
7. Lake County Commissioner **Kayla Marcella** and I have talked about the county's relationship to SCEDD and about the new money available to the organization. She has invited me to attend an upcoming work session of the Commissioners.
8. On the eastern plains, I have had conversations with **Cynthia Nieb** (La Junta), Board members **Danelle Berg** (Otero County) and **Sammie George** (Bent County). **Stephanie**

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Gonzales (SECED) and I have talked and I am meeting her, Danelle, and Sammie next week to discuss a possible shared employee in the eastern plains as part of our grant. We will get together at the Otero Partners meeting next week.

9. I am planning to go to Kiowa County, perhaps as early as next week, to meet with **Sean Lening**, the President of GN Bank in Eads to discuss next steps in the workout process for one of our loans.
10. I have reached out to **Tara Marshall** of Dola, and we are planning a phone conversation. DOLA is doing a lot of work in resiliency planning, and our efforts in our supplemental grant will mean we will be plugging into their efforts on the eastern plains.
11. I am doing some informal business consulting (with Iris Clark's knowledge) with **Linda Epperson** and her sister at Four Mile Cinema in Canon City.
12. I have talked with board member **Caroline Trani** in her capacity with CHFA to get a basic understanding of who is doing what in the area of housing in our region.
13. I have plugged into the ETSY grant administration, though at this point I am still wrapping my head around how I can be of value. This was a project near to Shelly's heart and she remains involved.
14. I had a long meeting with **Rachel Moriarty** and **Susan Witt** of the Schumacher Institute in Massachusetts. They are the premiere organization that has successfully championed the use of alternative local currencies as a means to (1) brand a region, (2) encouraging buy local, and (3) provide capital for economic development projects.
15. I have scheduled the audit, learned how to make bank deposits, changed computer access, and talked several time with our bookkeeper, **Shauna Boyd**.
16. I have talked with board member **Wendell Pryor** to get an overview of Chaffee County. I will be scheduling a visit there soon.
17. Starting next week, I would like to schedule calls with each board member to get your individual perspectives.

In summary, it has been a busy twenty days, and I expect the pace will continue for some time.

Thank you for the confidence you have expressed in me. We have a busy five years ahead and we will eat the elephant one bite at a time.